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DIVISION OF EXTENSION RESEARCH AND TRAINING,  
Federal Extension Service

I. The functions of the Division fall into three broad categories or lines of work: (1) Field studies relating to organization and conduct of extension; - program planning, administrative and supervisory procedures, teaching methods and program accomplishment; (2) Personnel training aimed at the continuous professional development of Cooperative Extension employees; - training programs at preservice, inservice and graduate levels, training aids, State training courses, Regional Extension training centers; (3) Foreign student programs for representatives of other countries studying the organization and activities of the Cooperative Extension Service.

II. Staff members available for field work.

Office of the Director

Meredith C. Wilson, Director

Gladys Gallup, Assistant Director

C. Herman Welch, Jr., Extension Analyst

Program Research Branch

Joseph L. Matthews, Chief

Laurel K. Sabrosky, Extension Analyst

Jewell G. Fessenden, Extension Analyst

J. Neil Raudabaugh, Extension Analyst

Teaching Methods Research Branch

Fred P. Frutchey, Chief

Vacancy \_\_\_\_\_, Extension Analyst

Lucinda Crile, Extension Analyst

Amy G. Cowing, Extension Analyst

Personnel Training Branch

Mary L. Collings, Chief

Kenneth F. Warner, Extension Educationist

Foreign Student Branch

Edward H. Leker, Chief

Philip K. Hooker, Extension Educationist

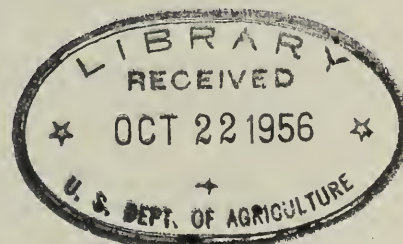
Timothy G. Hornung, Extension Educationist

Henry Seften, Extension Educationist

Vacancy \_\_\_\_\_, Extension Educationist

III. Nature of assistance rendered.

The brief outline of responsibilities assigned to individual staff members which follows is intended as a guide to State extension workers and to the personnel of other Divisions of the Federal Extension Service in requesting assistance from the Division of Extension Research and Training:



- (1) Provides overall leadership in personnel training and research in Extension educational methods, procedures and techniques, and the evaluation of Extension results.  
.....Meredith C. Wilson  
.....Gladys Gallup
- (2) Consultation and exploratory studies having to do with the improvement of reports, reporting systems and county extension office records; analyses of staff organization and operating patterns in large county set-ups; studies of the composition and functioning of official and unofficial county extension advisory groups.  
.....C. Herman Welch, Jr.
- (3) Program research: Studies to determine how well extension programs are serving farmers, homemakers, youth and others, and the progress being made in accomplishing program objectives (including the farm and home unit approach, marketing and consumer education).  
.....Joseph L. Matthews
  - (a) Studies relating to agricultural programs, including the farm and home unit approach.  
.....J. Neil Faudabaugh
  - (b) Studies relating to home economics programs, including consumer education.  
.....Jewell G. Fessenden
  - (c) Studies relating to youth extension programs and clearance of questionnaires under Reports Act of 1942. ....Laurel K. Sabrosky
- (4) Teaching methods research: Field studies and experimental research relating to the effectiveness of the various methods used in extension teaching; - individual methods and combination of methods; communication through personal contacts, group contacts and mass media; local leaders; indirect spread and special problem situations.  
.....Fred P. Frutchey
  - (a) Determination of methods and procedures effective in influencing hard-to-reach or other special problem groups; indirect spread of extension influence.  
(Position will be filled shortly.)

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- (b) Radio and television studies; bibliographical research. ....Lucinda Crile
- (c) Readability of extension publications. ....Amy G. Cowing
- (5) Personnel training: Preservice, inservice and graduate training programs, extension fellowships, training aids, course outlines and instructors for State and Regional training schools; other professional improvement activities. ....Mary L. Collings
- (a) Preparation of training aids; course outlines, 4-H fellowships, conduct of courses at State and Regional extension schools. ....Kenneth F. Warner
- (6) Foreign students: General oversight of all programs for foreign trainees assigned to Extension, and primary responsibility for representatives from Turkey. ....Edward H. Leker
- (a) Programs for representatives from Latin America, Iran, India; case studies of agricultural trainees. ....Philip K. Hooker
- (b) Programs for representatives from Europe and Africa (except French speaking), Australia, New Zealand; all farm practice trainees. ....Timothy G. Hornung
- (c) Programs for representatives from French-speaking Europe and Africa, Pakistan, and Southeast Asia; youth trainees, including Nuffield Farm Schools; case studies of youth trainees. ....E. Henry Sefton
- (d) Programs for representatives interested in home economics extension; case studies of home economics trainees.  
(Position will be filled shortly.)







